

Subpart F - American Indian/Alaska Native Emphasis Program

403.90 Purpose

This subpart provides guidance and direction to NRCS organizational units on the development and implementation of the American Indian/Alaska Native Emphasis Program (AI/ANEP). The purpose of the program is to provide focus on such issues as employment, retention, promotion, training, career development, and advancement opportunities affecting American Indian and Alaska Native employees and applicants at NRCS.

403.91 Policy

It is NRCS policy to conduct a positive and continuing AI/ANEP that provides equal employment opportunity for American Indians and Alaska Natives in all personnel management policies and practices and in NRCS-sponsored programs and activities.

403.92 Authorities

- A. Title VII of the Civil Rights Act of 1964, as amended, and the Civil Rights Act of 1991, Equal Employment Opportunity
- B. The Civil Service Reform Act of 1978 (requires "fair and equitable" treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or disabling condition)
- C. 29 CFR Part 1614, "Federal Sector Equal Employment Opportunity"
- D. Executive Order 11478, Equal Employment Opportunity in Federal Government (August 12, 1969) (superseded Executive Order 11246 and parts of Executive Order 11375 applicable to the Federal Government), as amended by Executive Orders 13087 (May 28, 1998) and 13152 (May 2, 2000)
- E. U.S. Equal Employment Opportunity Commission Management Directive 110
- F. U.S. Equal Employment Opportunity Commission Management Directive 715
- G. Departmental Regulation 4230-002, Special Emphasis Programs (June 4, 2009)

403.93 Program Objectives

The American Indian/Alaska Native Emphasis Program is an integral part of the overall equal employment opportunity (EEO) program and is designed to—

- (1) Ensure that American Indians and Alaska Natives receive equal treatment in all aspects of employment.
- (2) Increase the number of American Indians and Alaska Natives employed in all professional, administrative, technical, clerical, and other categories, series, and grade levels.
- (3) Provide opportunities to participate in training, career development, and leadership programs.
- (4) Encourage the participation of American Indians and Alaska Natives in all NRCS-sponsored programs and activities.
- (5) Provide a network of professional support for American Indians and Alaska Natives.
- (6) Provide mentoring support to American Indians and Alaska Natives in the workforce.
- (7) Educate all NRCS employees by raising the level of awareness of American Indian and Alaska Native workplace issues and concerns.

403.94 Organizational Structure

The AI/ANEP is an integral part of the overall equal opportunity program in NRCS. It is coordinated through the collateral duty national American Indian/Alaska Native Emphasis Program manager (AI/ANEPM), who is assigned to the Outreach and Advocacy (O&A) Division and serves as the principal staff advisor to the director of the O&A Division on legislation, policies, employment, and program issues impacting American Indians and Alaska Natives.

403.95 Appointment of the Collateral Duty National AI/ANEPM

- A. The collateral duty national AI/ANEPM vacancy is announced every 3 years, or on an as-needed basis, through a national bulletin and filled through a competitive process. The position is a collateral assignment and appointed by the director of the O&A Division.
- B. The national AI/ANEPM serves on a collateral duty basis for a 3-year term. At the end of the 3-year term, the incumbent may reapply and if selected may be renewed for an additional 3-year term.
- C. The collateral duty national AI/ANEPM is required to dedicate 20 percent of his or her official time to performing national AI/ANEPM-related assignments.

403.96 Duties and Responsibilities of the Collateral Duty National AI/ANEPM

The collateral duty national AI/ANEPM is responsible for providing program leadership and direction for agencywide activities related to the AI/ANEP. Specifically, the collateral duty national AI/ANEPM—

- (1) Formulates and implements the general direction of the overall NRCS American Indian/Alaska Native Emphasis Program and evaluates the effectiveness of activities and programs toward achieving AI/ANEP objectives.
- (2) Provides training, guidance, information, and assistance to National Headquarters, regions, State managers, supervisors, and collateral duty State and center AI/ANEPMs concerning their AI/ANEP responsibilities. In addition, the collateral duty national AI/ANEPM serves as the principal resource person and staff advisor on legislation, affirmative employment programs, and unique concerns and problems related to equal opportunities for American Indian and Alaska Native employees.
- (3) Analyzes and evaluates employment policies, practices, procedures, and workforce profile data to determine if barriers or potential barriers to full participation exist and report findings to the appropriate officials with recommendations for corrective action.
- (4) Establishes and strengthens relationships with organizations and groups representing the American Indian and Alaska Native communities.
- (5) Maintains relationships with AI/ANEPMs from other agencies and American Indian and Alaska Native organizations for the mutual exchange of ideas, advice, best practices, and information.
- (6) Serves as the NRCS representative on the Department's AI/ANEP committee.
- (7) Participates in studies and reviews to identify possible forms of discrimination and barriers to equal opportunity in employment activities (e.g., recruitment, hiring, development, promotion, recognition and awards, and retention).

403.97 Appointment of Collateral Duty State and Center AI/ANEPMs

- A. Deputy equal opportunity officers (DEOOs) appoint collateral duty State and center AI/ANEPMs within their jurisdictional areas. Collateral duty AI/ANEPMs report directly to the DEOOs on issues impacting American Indians and Alaska Natives.
- B. A collateral duty AI/ANEPM should devote 20 percent of his or her time to the program. It is recommended that the AI/ANEPM serve on a collateral duty basis for a 3-year term. At the end of the 3-year term, the incumbent may reapply and if selected may be renewed for an additional 3-year term.
- C. Criteria for selection should include sensitivity to the American Indian and Alaska Native communities, ability to function effectively under pressure, and commitment to EEO and the AI/ANEP.

403.98 Duties and Responsibilities of Collateral Duty State and Center AI/ANEPMs

Collateral duty State and center AI/ANEPMs provide program leadership and support the collateral duty national AI/ANEPM in implementing a viable AI/ANEP agencywide. The collateral duty national AI/ANEPM provides technical guidance, and the collateral duty State or center AI/ANEPM ensures that AI/ANEP activities are integrated into the overall equal opportunity program in the organizational unit. In their organizational units, the collateral duty State and center AI/ANEPMs—

- (1) Advise the directors and State Conservationists on matters affecting the employment and advancement of American Indians and Alaska Natives.
- (2) Serve as members to the civil rights committee in their organizational units to ensure that all NRCS activities are free from discrimination and that barriers to the recruitment, employment, and advancement of American Indians and Alaska Natives are addressed. AI/ANEPMs assist in evaluating the effectiveness of the overall equal opportunity program in their organizational units and assist in identifying new and changing program needs.
- (3) Coordinate or conduct educational programs (e.g., workshops, seminars, or other types of programs, such as AI/ANEP observances).
- (4) Maintain close contact with community organizations for possible job referrals of American Indian and Alaska Native applicants and stay attuned to concerns of the American Indian and Alaska Native populations.
- (5) Attend job fairs or other functions at local high schools, colleges, and universities to obtain names of applicants and provide information on job opportunities; send recruitment literature to schools and community groups; sponsor workshops and speakers, information booths at conferences, career days, and other training programs.
- (6) Keep the national AI/ANEPM informed of field activities affecting American Indians and Alaska Natives.
- (7) Serve as local representative at national, regional, and State meetings concerning American Indian and Alaska Native issues.
- (8) Serve as a communication link between employees and the national AI/ANEPM, keeping State employees aware of AI/ANEP activities and developmental opportunities through electronic messages, memos, bulletins, newsletters, and other appropriate means.
- (9) Perform other duties related to the AI/ANEP as identified by the DEOO, national AI/ANEPM, and AI/ANEP committees, as appropriate.

403.99 Documenting State and Center AI/ANEPM Collateral Assignments

- A. The State or center AI/ANEPM's collateral duty will be described in writing as part of his or her

position description and show—

- (1) Scope of responsibility.
- (2) Supervisory roles of DEOO, equal opportunity liaison officer, and the immediate supervisor.
- (3) Percentage of official time to be spent on the AI/ANEP.
- (4) Specific duties and responsibilities of the collateral assignment.

B. In addition, the DEOO, equal opportunity liaison officer, and the immediate supervisor will prepare a memorandum of understanding (see subpart J) that responds to the following working conditions:

- (1) How and when will the appointee receive AI/ANEP assignments?
- (2) What percentage of official time will be spent on the AI/ANEP, and how will adjustments be made to meet AI/ANEP objectives?
- (3) Who will appraise the appointee's performance, and how will the appraisals be completed?
- (4) Who will provide clerical support and office facilities, if needed?

403.100 Definition

An American Indian or Alaska Native is a person having origins in any of the original peoples of North and South American (including Central America) who maintains tribal affiliation or community attachment.

403.101 Annual Business Plan of Operation

A. Annual business plans of operation are important management tools that are effective in gauging progress in meeting short- and long-term goals and in scheduling annual program activities. They also provide the basis for determining the performance of managers in specific areas of responsibility.

B. Collateral duty State and center AI/ANEPs will develop results-oriented annual business plan of operations. The annual plan should contain realistic and achievable action items in accordance with this subpart.

403.102 Reports

A. Collateral duty State and center AI/ANEPs will submit quarterly activity reports to the collateral duty national American Indian/Alaska Native Program manager.

B. Collateral duty State and center AI/ANEPs will submit an annual report to the collateral duty national American Indian/Alaska Native Emphasis Program manager highlighting major accomplishments during the fiscal year.